

MEDIATION
(For CHILD CUSTODY/VISITATION
CASES)

1

To Request Mediation
(Instructions Packet)

SELF SERVICE CENTER TO REQUEST MEDIATION

How to assemble these documents:

This packet contains instructions and procedures to file a ***“Petition for Mediation”*** or ***“Joint Petition for Mediation”*** in Family Court cases involving custody and visitation issues of the parties’ child(ren). Be sure the documents are in the following order:

Order	File Number	Title	No. Pp.
1	DRADM1it	Table of the instructions and procedures in this packet	1
2	DRADM11h	Instructions and Procedures on How to Request Mediation	2

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SELF SERVICE CENTER
INSTRUCTIONS and PROCEDURES FOR REQUESTING
MEDIATION

USE THIS PACKET if you and the other party **do not agree** about the custody and/or visitation issues in your case and you want to request mediation, **AND**

You have filed one of the following types of petitions, and you have **not** received a final order/judgment/decree

- ***“Petition to Establish Paternity,” OR***
- ***“Petition to Establish Paternity, Custody, Visitation and Support,” OR***
- ***“Petition for Legal Separation With Children,” OR***
- ***“Petition for Dissolution of Marriage With Children (Divorce),” OR***
- ***“Petition to Modify Custody and/or Visitation,” OR***
- ***“Petition for Grandparent Visitation”***

OR

If you have filed one of the petitions listed above, you have received a signed order/judgment/decree by the judge or commissioner assigned to your case and now you do not agree with the custody and/or visitation orders contained in the Order/Judgment/Decree.

If this packet applies to your situation, complete the ***“Petition for Mediation” OR the “Joint Petition for Mediation.”*** Use the Joint Petition if the other party wants to go to mediation and will agree to sign the Petition.

If the other party does **not** want to go to mediation, or will **not** sign the Petition, use the ***“Petition for Mediation.”*** **(DO NOT USE OR FILE BOTH FORMS).** After you choose whether to use the ***“Petition for Mediation”*** or the ***“Joint Petition for Mediation,”*** follow the instructions below. The same instructions are used for both the ***“Petition for Mediation”*** and the ***“Joint Petition for Mediation.”***

STEPS INSTRUCTIONS

STEP 1 Using black ink only, type or neatly print your name, address, city, state, zip code, and telephone number in the top left-hand corner of the document.

If you are a victim of domestic violence, and you do **not** want your address to be known to protect yourself or your children from further violence, **you must file a “Petition for an Order of Protection”** and ask that your address **not** be disclosed on court papers. With that Order, you do **not** need to put your address and phone number on your court papers. Just write **“protected”** in the space where the court asks you for this information. You must tell the Clerk of the Court, or in this instance, Conciliation Services, your address and phone number at the time of filing so the court can get in touch with you. The court will keep your address protected.

If your case has an ATLAS number, write in the ATLAS number. If you are represented by an attorney, write in the attorney’s bar number. Check the box to indicate whether you represent yourself or if you are the attorney write in the name of your client. Then, write in the case number on the top right portion of the form, after “Case Number.” Your case number is the file number of your divorce, paternity, or domestic relations case. If your case is very old, it may have a “D” or a “DR” number.

STEP 2 Complete the caption of the case as it appears on your court papers previously filed in this case.

STEP 3 Fill in the body of the Request

1. Check the box that tells the court whether or not there is a pending custody and/or visitation case. If you have a pending case, this means that you or the other party have filed one of the following petitions regarding custody and/or visitation with the court:

- ***"Petition to Establish Paternity," OR***
- ***"Petition to Establish Paternity, Custody, Visitation and Support," OR***
- ***"Petition for Legal Separation With Children," OR***
- ***"Petition for Dissolution of Marriage With Children (Divorce)," OR***
- ***"Petition to Modify Custody and/or Visitation," OR***
- ***"Petition for Grandparent Visitation"***

AND

You have **not** received a signed order/judgment/decree by the judge or commissioner assigned to your case regarding one of these petitions listed above.

If you **do not** have a pending case, this means that you, or the other party, have filed one of the following types of petitions regarding custody and/or visitation with the court:

- ***"Petition to Establish Paternity," OR***
- ***"Petition to Establish Paternity, Custody, Visitation and Support," OR***
- ***"Petition for Legal Separation With Children," OR***
- ***"Petition for Dissolution of Marriage With Children" (Divorce), OR***
- ***"Petition to Modify Custody and/or Visitation," OR***
- ***"Petition for Grandparent Visitation,"***

AND

You **have** received a signed order/judgment/decree by the judge or commissioner assigned to your case.

BUT

You and the other party now **do not** agree with the custody and/or visitation orders in the Order/Judgment/Decree.

2. Check the box that tells the court whether or not you and the other party have tried mediation before in this case. If you and other party have gone to mediation, write in when and where mediation was tried.
3. Describe the disagreement between you and the other party. Be brief, and specific.

If you use the ***"Petition for Mediation,"*** you must date, sign and provide the information requested about you. You must then serve a copy of the ***"Petition for Mediation"*** on the other party before you file the petition with Conciliation Services. See the Self-Service Center Packets on Service. If you use the Joint Petition, you and the other party must date, sign, and provide the information requested about each of you.

- ### STEP 4
- Deliver or mail the original and one copy of the ***"Petition for Mediation"*** or the ***"Joint Petition for Mediation"*** to Conciliation Services along with the ***"Acceptance of Service"*** or ***"Affidavit of Service."*** If your case was filed at the downtown Phoenix court, send your Petition or Joint Petition to the Phoenix address. If your case was filed at the Mesa or Surprise court, send your Petition or Joint Petition to the Mesa or Surprise address, as appropriate.

CONCILIATION SERVICES ADDRESSES

Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

Southeast Court Complex
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

After receiving your request, the Conciliation Services Office will file the original Petition or Joint Petition with the Clerk of the Court. They will then review the matter and you and the other party will be notified of any action taken on your request.

If mediation is scheduled, you and the other party will receive an ***"Order to Appear and Attend the Mediation"*** from the Conciliation Services Office.